

**HALL MEMORIAL LIBRARY  
BOARD OF TRUSTEES' MEETING  
June 16, 2015**

RECEIVED

JUN 23 2015

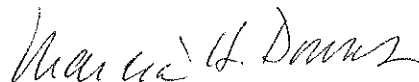
ELLINGTON TOWN CLERK

- I. Chair John Halloran called the regular meeting of the Hall Memorial Library Board to order at 7:35 PM. Members present were Mary Clements, Mary Blanchette, Daniel Sclare, Janet Wieliczka, Susan Phillips, Library Director, and Patricia Grundman, Assistant Library Director. Peter Nickerson was excused. Marcia Downs was present as Recording Secretary.
- II. Citizen's Forum – Cheryl Chamberlin and Debi Cormier, both Hall Memorial Library staff members, were present at this meeting. Francie Berger, also a staff member, joined the meeting at 8:00 PM.
- III. Approval of Minutes of the May 2015 Meeting - The minutes were reviewed by members present, and were unanimously accepted (Wieliczka/Sclare) with the following corrections: Under the heading of Old Business/Building Maintenance, "contracts" should read "contacts", the following statement should be deleted: "the project will be managed in house", and "Mission Statement" should read "By-Laws".
- IV. Treasurer's Report – Marcia Downs read the Treasurer's report for May, and income and expenses were discussed by the trustees.
- V. Current Year Budget – A copy of the Year-to-Date budget was reviewed. With two weeks remaining in the Fiscal Year, we are well within spending guidelines.
- VI. Library Director's Report –Sue Phillips distributed copies of the Library Director's Report dated 6/16/15. Items of interest include the following Personnel changes: Tara Clynch was hired on 6/16/15 as the newest Library Assistant I, working 15 to 18 hours per week, including Saturdays and Sundays at the rate of \$14.00 per hour. In the fiscal Year 2015-2016, Lisa Kuraska will become a full-time employee, moving from 32 to 35 hours per week. There have been issues with the HVAC system, the front automatic doors, a roof leak over the McKnight Room, and the fire alarm system during the past month. All have been or will be resolved shortly. We have been granted an extension of the LSTA Grant for our Oral History Project until September 2015. Starting July 1, 2015 we will be implementing a new system for lending passes to local museums and attractions. A web-based pass circulation system will be implemented where patrons and staff can view available passes and dates, and make on-line reservations from any computer. Also starting in July we will be offering digital magazines through Zinio for Libraries, beginning with 50 available titles. The High-School Summer reading program requires one fiction and one non-fiction book of the student's choice. Sunday hours ended on May 31, Saturday hours will change effective July 11, the Library will be closed on July 3 and 4. Staff nametags have been created and distributed.
- VII. Friends of the Library Report –Susan Phillips reported that the Friends have donated \$5000.00 for the Summer Reading Program. In conjunction with the Friends, Francie Berger is looking into a Mini-Golf Fund raiser for inside the Library sometime in the late winter. A company would set up the golf course and provide all of the supplies for a fee,

which then would be offset by raising money within the community by sponsorships and pledges. Francie will follow through on this exciting fund raising possibility.

- VIII. Old Business –Building Maintenance – Lighting - New fixtures have been ordered to replace the ones needed to complete the lighting upgrade by the CL&P Efficiency Lighting Program.- Workroom Upgrade – The project is all but complete, with just a few remaining items on the CD Builders “Honey- Do” list. – Roof Project – Sue Phillips will meet with CRCOG Contractor Program to secure a roofing contractor for the project.- By-Laws – Pending from the May meeting, there will be an addition to the By-Laws stating that there will be an annual review of the Library Director by the Board of Trustees. Mary Blanchette will compose this for review at the next regular Board meeting in September. – Meeting Room Policy – This will be revisited at the September meeting.
- IX. New Business – Changes to the Personnel Policy Statement – A motion to add to the agenda a change in the Personnel Policy Statement stating that meal breaks for Library employees who work less than seven consecutive hours may be scheduled at the discretion of the Director. Thus, a motion was made and unanimously accepted (Blanchette/Clements) to add this amendment to the Personnel Policy Statement to the agenda. A motion was then made to accept this change (Clements/Blanchette) by a unanimous vote. Also, a motion was added to the agenda to discuss Staff Raises for the Fiscal Year 2015-2016. A motion was made (Blanchette/Wieliczka) and unanimously accepted to go into executive session at 9:05 PM. All persons in attendance except for the Board Members and the Library Director left the meeting. The Board then came out of executive session at 9:20 PM, the attendees returned, and Mary Blanchette read the following into these minutes: A motion (Blanchette/Clements) to give a 3% raise to all of the employees of the Library with the Director using her discretion to make other adjustments as discussed with the Board of Trustees. A motion ( Blanchette/Sclare) to give the Director a 3.5% increase in 2015-2016.
- X. Trustee’s Concerns – None
- XI. Correspondence – None.
- XII. Adjournment – The meeting was adjourned at 9:25 PM (Wieliczka/Sclare) by unanimous vote.

Respectfully submitted,



Marcia H. Downs